**Assignment 3**

        Name: A Akhil

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**Problem Statement**: Write an email to your manager to inform about your sick leave

**Focus point**: Email Etiquette

**Answer**

Subject: Notification of sick leave

Dear Rahul,

I hope this email finds you well. This is to inform you that I will not be able to attend work for the next two days as I am on sick leave.

I apologize for the impact on the projects. I have done all the work which are required for next two days and if any support needed you can ask.

Please let me know if there are any matters that require my immediate attention or if there are protocols. I am available via email xyz@org.com or phone 1234567890 should you need to reach me for any reason.

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Best regards

A Akhil

Ph no - 1234567890